



NOT PROTECTIVELY MARKED

# WEST MIDLANDS POLICE

## Force Policy Document

<b>POLICY TITLE:</b>	Operational Orders
<b>POLICY REFERENCE NO:</b>	Ops/26

### Executive Summary.

*This document sets out West Midlands Police policy around the completion and administration of Operational Orders in line with the National Decision Model.*

*\*\*Any enquiries in relation to this policy should be made directly with the policy contact / department shown below.*

### Intended Policy Audience.

*This policy is primarily aimed at any member of West Midlands Police commencing the planning phase of any police operation. This will include police officers of all ranks, police community support officers, special constables and police staff.*

<b>Current Version And Effective Date.</b>	V1.6	06/03/2014
<b>Business Area Owner</b>	ACC Operations	
<b>Department Responsible</b>	Operations Planning	
<b>Policy Contact</b>	T. Inspector 5872 Donna Jones	
<b>Policy Author</b>	T. Sergeant 5938 Pete Clark	
<b>Approved By</b>	ACC Cann	
<b>Policy Initial Implementation Date</b>	02/12/2014	
<b>Review Date</b>	02/12/2016	
<b>Protective Marking</b>	Not Protectively Marked	
<b>Suitable For Publication – Freedom Of Information</b>	Yes	

### Supporting Documents

- *Operational order Template*
- *Gold Strategy Template*
- *Silver Tactical plan Template*
- *Bronze Plan Template*
- *Resource Detail Template*
- *Community Bronze Template*
- *Welfare Document*
- *EQIA*
- *Code of Ethics* ([http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf))

### Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

**Please Note.**

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.**

**Force Diversity Vision Statement and Values**

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

**Code of Ethics**

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behaviour that sets and defines the exemplary standards expected of everyone who works in policing.

Please see [http://www.college.police.uk/docs/Code\\_of\\_Ethics.pdf](http://www.college.police.uk/docs/Code_of_Ethics.pdf) for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organization to do the right thing.

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**1. INTRODUCTION.**

When planning any police operation, the principles of the Joint Decision Model (JDM) must be considered and applied. The JDM ensures that when acting on intelligence, the associated threat and risk is always considered and any tactics deployed are lawful, proportionate and necessary, taking into account the safety of all involved. It is important that officers understand exactly when an Operational Order is required and what information should be included. It is essential that following every operation a debrief takes place and that the learning is disseminated appropriately.

**2. AIM.**

The aim of this policy is to outline the procedures to be employed around the completion, use, storage and retention of Operational Orders within West Midlands Police (WMP).

**3. SCOPE.**

This policy details the use, storage and auditing requirements of operational orders, provides guidance around transparency of process and highlights the need for debriefing and disseminating best practice.

#### 4. APPLICATION

To determine the necessity for the completion of an Operational Order, all police activity must be assessed against the following criteria:

**Police activity that is;**

- **Pre-planned.**
- **involves the use of a directed tactic.**
- **is put in place in response to intelligence received.**

Where all three components are met, the procedure documented in this policy must be followed and an Operational Order (template reference number) should be completed.

Comprehensive guidance notes are provided on the force intranet and should be referred to in order to assist with the completion of the document.

#### 5. NATIONAL DECISION MODEL

Central to the Operational Order procedure is the National Decision Model (NDM). The template seeks to follow the NDM structure which is used to assess the operational response to a given set of circumstances. The Operational Order must not be viewed as a stand-alone document and should be subject to continual review leading up to and during the planned policing activity.



**6. AUTHOR**

Any person with sufficient knowledge of the policing activity and its objectives may complete the order, but in doing so should ensure that appropriate communication is made between all relevant internal police departments. Additionally any partner involvement, community needs and impact from the policing activity must also be captured.

**7. ADMINISTRATION**

An operational number must be given in every case. This number will be generated through IMS via Force Intelligence.

An operational name is only necessary when the operation is likely to generate significant press interest or involve resources from central departments or multiple LPUs.

On every occasion, the Operational Order will highlight who is at risk as a result of the policing activity detailed in the document. This information will then always be assessed by a trained risk assessor.

It is the responsibility of the Officer in Charge (OIC) to ensure that all identified control measures are in place.

Where the risk to the community is high then a community tension summary must be completed and recorded on Corvus.

**8. QUALITY ASSURANCE**

Quality assurance must be completed in all cases by an officer of no less than the rank of Inspector. The reviewing officer must consider all of the information contained in the order and the risk assessment and ask relevant questions of the completing officer to satisfy themselves that the objectives and proposed activity is Proportionate, Legal, Accountable and Necessary. Where they are not able to satisfy themselves further advice must be sought and actions amended.

**9. ADMINISTRATION / NOTES**

A free text section is included for the recording of key information that does not fit into the core structure of the document or the supporting documents section. Information here should be recorded in bullet points and be kept to a minimum.

**10. APPENDIX**

Documentation should be completed to support the briefing requirements of the operation and be added to the Operational Order in the form of appendices. A verbal briefing alone can be adequate however the more significant the event then the more structured the briefing and recording should be. In every case the briefing should follow the College of Policing National Briefing Model.

## 11. DEBRIEF

At the conclusion of the policing activity the officer in charge must ensure that a debrief takes place and the outcomes recorded on the last page of the Operational Order. It is important that this section is completed as fully as possible to capture operational successes, failings and organisational learning. This does not negate the need for a structured debrief (Standard Forms WG510B) following larger or more complex operations. It is important that good practice is recorded as well as issues worthy of improvement.

## 12. RECORDING

A docutrack entry will be created and will remain on the officers personal notification until the debrief section has been completed and accepted. Once completed, a copy will be forwarded to the designated Health & Safety Inspector for the LPU or department.

The designated Health and Safety Inspector is responsible for reporting issues identified through Operational Order de-briefs via local Health and Safety meetings. Any significant matters raised during these forums can be forwarded for discussion at the Force Health and Safety meeting should the need arise. It is the responsibility of this person to ensure that all organisational learning is disseminated for the benefit of all officers.

Where an accident / injury is reported this must be recorded on the relevant Health and Safety system (ICASS) and the specific follow up action taken. Where an entry is made on ICASS, this reference number should be noted on the Operational Order and vice versa to allow cross referencing as necessary.

Where operational activity has identified outcomes suitable for an action plan the Force will ensure that all relevant steps are taken to address this. Reports from Force Health and Safety meetings will record good practice and organisational learning on the Intranet Page for officers to refer to.

Operational outcomes must be completed on IMS under the relevant operational number heading. This will finalise the activity on force systems and allow for electronic searching and review.

Operations will own all Operational Orders and are responsible for monthly dip sampling for quality assurance and recognition of good practice.

## 13. RETENTION

All Operational Orders will be stored on the Force Events Calendar and will be available to view to anyone authorised by the originator. Completed hard copy Operational Orders should be stored in an identifiable location on the LPU or department and be accessible to all officers for reference purposes. Electronic records are appropriate; however care must be taken to ensure that all documentation completed by hand is scanned in and filed in the same folder throughout.

Data Protection legislation does not stipulate retention periods, it merely requires that personal data shall not be kept for longer than necessary. The retention period is based on business need and takes into account any professional guidelines e.g. the Statutory Code of Practice on the Management of Police Information (MoPI)

**14. EQUALITY IMPACT ASSESSMENT (EQIA).**

The policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced ‘due regard’ to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

*Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this policy.*

**15. HUMAN RIGHTS.**

This policy has been implemented and reviewed in accordance with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

**16. FREEDOM OF INFORMATION (FOI).**

Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 1.5 of this policy has been GPMS marked as Not protectively marked.

Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
None	No	None

**17. TRAINING.**

A guidance document has been completed in support of this document. Operations planning staff will offer additional guidance and support where required. A nominated member of staff from each LPU/Department will receive training/verbal guidance that will be disseminated down to staff locally.

**18. PROMOTION / DISTRIBUTION & MARKETING.**

The following methods will be adopted to ensure full knowledge of the policy:  
The policy will be available on the Force intranet with a supporting message of the day. It will be presented to all LPU planning departments and specialist departments by Operations Planning staff in order that it is disseminated out to all staff.

**19. REVIEW.**

The policy business owner, Operations Planning, maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.

A formal review of the policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.

Any amendments to the policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.

Feedback is always welcomed by the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



**CHIEF CONSTABLE**

**20. VERSION HISTORY.**

Version	Date	Reason for Change	Amended/Agreed by.
1.1	30 <sup>th</sup> September 2013	Original Draft	
1.2	13 <sup>th</sup> December 2013	Reflecting changes discussed during consultation	CI. Paul Minor
1.3	10 <sup>th</sup> February 2014	Changes to language and wording	CI. Paul Minor
1.4	13 <sup>th</sup> February 2014	Inclusion of NDM and section 5	CI Paul Minor
1.5	20 <sup>th</sup> February 2014	Inclusion of JDM which replaces the NDM	CI Paul Minor
1.6	6 <sup>th</sup> March 2014	Replacement of JDM with NDM as per Force decision	CI Paul Minor
1.6	17/12/2014	Policy approved – added Policy Ref & details	56408 Couchman

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